

## **LYNCHBURG PUBLIC LIBRARY**

### **Community Meeting Rooms**

#### **POLICIES**

Community Meeting Rooms (CMR) will be booked to governmental, non-profit, or civic organizations and businesses. The CMRs may not be used for social gatherings, regularly scheduled religious services, or for commercial or promotional activities.

A group may use the CMR a maximum of twelve (12) times per year.

The Large Meeting Room and the Conference Area will not be booked to separate groups at the same time.

The doors to the CMR will be unlocked fifteen (15) minutes before the scheduled meeting time and will be locked fifteen (15) minutes after the meeting is scheduled to end (with the exception of 9:00 AM meetings, in which case the doors will be opened promptly at 9:00 AM). Set-up time must be included when making reservations. Meetings lasting longer than the time scheduled will be charged an additional fee.

The CMRs will be arranged as closely as possible to the meeting room user's request. If more tables and/or chairs are needed than are available, groups are welcome to bring in their own.

The group will be responsible for leaving the CMRs in the condition in which they were found, and will be financially responsible for any damage which may occur during its use of the room. Charges for janitorial services may be assessed at the Library's discretion.

Kitchen facilities are available. Light refreshments, excluding alcoholic beverages, may be served. Reservations for use of the kitchen should be made at the same time as that for the CMRs. Groups are expected to provide their own utensils and to leave the kitchen in order at the end of the meeting. No frying may be done on the range.

The Library reserves the right to move a meeting to another suitable location within the Library, or, in extreme situations, to cancel a reservation.

The Library will not be responsible for items left in the CMRs.

#### **REGULATIONS**

Use of the Library's Community Meeting Rooms may be denied to any group which fails to comply with the following:

The group sponsoring the meeting accepts full responsibility for proper conduct of those attending the meeting and for any damage to Library property. The chairperson or host for the meeting is responsible for maintaining orderly conditions during the meeting, as well as while entering and leaving the building.

Attendance shall not exceed 120 persons in the large meeting room, or 15 persons in the conference room.

When a Community Meeting Room is to be used by organizations of students or other young people, an adult sponsor must make the reservation and must be present and responsible for the entire meeting.

No charge may be made for admittance to a meeting; a registration fee to cover the cost of workshops, etc., may be charged.

Nothing may be sold on the Library premises.

No petitions may be circulated in the Library.

Neither the name nor the address of the Library may be used as the official address or headquarters of a group.

Any publicity, e.g. brochures, radio, TV announcements, etc., must carry the name of the group sponsoring the meeting. The Library may not be identified as a sponsor without its authorization.

Child-sitting services are not provided by the Library. Adults attending meetings should not leave their children unattended in the Library.

Smoking and alcoholic beverages are not permitted on Library premises.

### **RATE SCHEDULE**

DESCRIPTION	AVAILABLE HOURS	FEES*
Large Meeting Room (seats 120)	Mon. – Fri. 9:00 AM to 10 PM Sat. 9:00 AM to 5:00 PM	\$ 25.00/2 hrs. + \$ 10 each additional hour
Conference Area (seats 12 –15)	Mon. – Fri. 9:00 AM to 10 PM Sat. 9:00 AM to 5:00 PM	\$10.00/2 hrs. + \$5.00 each additional hour
<b>Equipment:</b> TV/VCR; Podium w/ Microphone; Dry Erase Board; Flipchart Easel; PowerPoint projector	For use during scheduled meetings	\$5.00 each per meeting (fee charged for TV/VCR & PowerPoint Projector)
<b>Wireless Internet service available in both areas.</b>		

\* Minimum two (2) hour usage. Fees subject to change.

**RESERVATIONS:** Tentative reservations may be made; however, confirmation must follow within forty-eight (48) hours for the reservation to be held.  
A signed application form with payment must be submitted to the Administrative Office at least one (1) day prior to the meeting date.

**EQUIPMENT:** Requests should be made for equipment rental when making your reservations. The group will be responsible for the equipment while in their possession.

**PAYMENT:** All fees must be paid **prior** to meeting date in the Administrative Office, either in person, Monday through Friday, 9:30 AM to 5:30 PM, or by mail.

**CANCELLATIONS:** In the event of cancellation, you are still responsible for any fees when less than twenty-four hour notice is given - inclement weather excluded. For fee-exempt groups, the library will charge \$25.00 for cancellations when less than twenty-four hour notice is given or in the event of a no-show – inclement weather excluded.